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DPD-1509-61

10 March 1961

MEMORANDUM FOR: Chief, Administrative Staff, DPD-DD/P

SUBJECT : Assignment of Secretarial Grades for Various Levels of Supervisory Personnel

1. Pursuant to your recent verbal request for the present secretarial allowance for Chiefs at the various levels in the DD/P, the following was obtained from [redacted] Salary and Wage Division, on 8 March 1961:

<u>Titles and Grades</u>	<u>Secretarial Eligibility</u>
DD/P	GS-11
Area Division Chiefs GS-18	GS-9
Deputy Division Chiefs GS-17	GS-8
Branch Chiefs GS-15 and above	GS-7
Section Chiefs GS-14 and above	GS-6
Section Chiefs GS-13	GS-5

2. [redacted] advised me that at the present no DD/P Division Chief (with the obvious exception of DPD) has an Administrative Assistant assigned to his office. Such positions were quite common at one time; but within the past couple of years, Salary and Wage Division has reclassified such positions as Secretaries. Today, an Administrative Assistant, to Salary and Wage Division, means a position the incumbent of which spends the majority of his or her time supporting an operating component by planning, directing, coordinating or performing more than one of the following functions: budget and fiscal, personnel, training, logistics, security, and/or management improvement.

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NO CHAIR []
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3. The above schedule and the relatively recent reclassification of certain Administrative Assistant positions is the result, according to [] of a memorandum from the DD/S and accepted by the other Deputy Directors some two or three years ago.

SIGNED

[]
Chief, Personnel Branch
DPD-DD/P

PERS/DPD:WJC:dc

Distribution:

Orig & 1 - Addressee

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